

Notice of Meeting

Audit & Governance Committee



SURREY
COUNTY COUNCIL

Date & time
Monday, 25
September 2017
at **10.30 am**

Place
Members Conference
Room, County Hall,
Kingston upon
Thames, Surrey KT1
2DN

Contact
Emma O'Donnell
Room 122, County Hall
Tel 0208 541 8987

Chief Executive
David McNulty

emma.odonnell@surreycc.
gov.uk



We're on Twitter:
@SCCdemocracy
gov.uk

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email emma.odonnell@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Emma O'Donnell on 0208 541 8987.

Members

Mr David Harmer (Chairman), Mr Keith Witham (Vice-Chairman), Mr Edward Hawkins, Mr Ernest Mallett MBE, Dr Peter Szanto and Mrs Fiona White

Ex Officio:

Mr David Hodge CBE (Leader of the Council), Mr John Furey (Deputy Leader, Cabinet Member for Economic Prosperity), Mr Peter Martin (Chairman of the Council) and Mr Tony Samuels (Vice-Chairman of the Council)

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 MINUTES OF THE PREVIOUS MEETING 27 JULY 2017

(Pages 1
- 12)

To agree the minutes as a true record of the meeting.

3 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

4 QUESTIONS AND PETITIONS

To receive any questions or petitions.

Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting (Tuesday 19 September 2017).
2. The deadline for public questions is seven days before the meeting (Monday 18 September 2017).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 RECOMMENDATIONS TRACKER AND BULLETIN

(Pages
13 - 24)

The Committee is asked to review its Recommendations tracker and note progress towards actions listed.

The Committee is also asked to review the Bulletin and where necessary, request a formal report to the Committee if more information is required.

6 EXTERNAL AUDIT: ANNUAL AUDIT LETTER

(Pages
25 - 42)

The Council's external auditors present their Annual Audit Letter for 2016/17.

7 EXTERNAL AUDIT PERFORMANCE

(Pages
43 - 56)

To report back on performance against KPIs agreed in December 2016.

- 8 LEADERSHIP RISK REGISTER** (Pages 57 - 68)
The purpose of this report is to present the latest Leadership risk register and update the committee on any changes made since the last meeting.
- 9 COMPLETED INTERNAL AUDIT REPORTS** (Pages 69 - 78)
The purpose of this report is to inform Members of the Internal Audit reports that have been completed since the last meeting.
- 10 ANNUAL COMPLAINTS PERFORMANCE** (Pages 79 - 94)
To receive a report on the operation of the Council's complaints procedures.
- 11 COMMITTEE WORKPLAN** (Pages 95 - 102)
The Committee is asked to note its future workplan.
- 12 DATE OF NEXT MEETING**
The next meeting of Audit & Governance Committee will be at 10:30am on 4 December 2017.

David McNulty
Chief Executive

Published: Friday 15 September 2017

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. To support this, County Hall has wifi available for visitors – please ask at reception for details.

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation